

STATE OF ALASKA ADEC MUNICIPAL MATCHING GRANTS

GRANT APPLICATION

The attached application is to be completed by communities who have received funding through the legislature, and are eligible to apply for a State of Alaska, Department of Environmental Conservation (ADEC) Municipal Matching Grant. This grant can be used to assist with planning, design, and construction costs related to: water quality enhancement; water supply, treatment and distribution; wastewater collection, treatment, or discharge; solid waste processing, and disposal or resource recovery projects.

Under changes to Alaska Statute (A.S.) 46.03.030, construction projects funded through appropriations made by the legislature after July 1, 1994 can receive grants varying from 50% to 85% of eligible project costs. Funding up to 85% of eligible costs will be allowed for communities with less than 1,000 persons. For 1,001 to 5,000 persons, 70% funding is possible, with 50% grants for communities over 5,000 persons. In addition, after July 1, 1994 the local match required for this program can include federal funds, but disallows the use of Department of Administrative A.S. 37.06 monies as match to ADEC Municipal Matching Grants.

To apply for an ADEC Municipal Matching Grant, please complete the attached application form and submit it to either:

Alaska Department of Environmental Conservation
Facility Construction & Operation
Municipal Grants & Loans
555 Cordova Street
Anchorage, AK 99501-2617
(907) 269-7502

or

Alaska Department of Environmental Conservation
Facility Construction & Operation
Municipal Grants & Loans
410 Willoughby Avenue, Suite 105
Juneau, AK 99801-1795
(907) 465-5180

All the established program procedures and eligibility conditions are detailed in both Alaska Statute 46.03.030 and under Construction Grants Regulation 18 AAC 73. For further information please write or call the office located nearest to you.

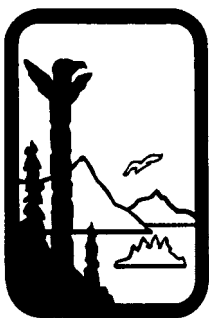
Upon receipt of a completed application form, the Department will review the application and determine project eligibility or request additional information. If the Department certifies the project as grant eligible, and funding is available, a formal grant offer will be extended to a community for signature and formal acceptance.



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SCHEDULE OF ATTACHMENTS

The following "ATTACHMENTS" shall be included as part of the completed grant application, when required or as applicable, to fully describe the project:

- A. A brief narrative statement describing the project, discussing the need for the facility and the benefits to be received. This narrative should discuss the location and scope of the project, the number of people and lots benefiting, the existence and/or condition of present water and sewerage services, the adequacy of existing water supplies and sewage treatment facilities to handle increased demand and, if the project consists of service line extensions, whether this is an existing or future need, and any other data pertinent to the project.
- B. A set of engineering plans and specifications, if they are prepared at the time the grant application is submitted. If plans are not completed, provide the estimated date of submission and a plot plan showing the location of the proposed project. If the plans and specifications have been previously approved by the Department, please provide a copy of the approval letter.
- C. Copies of grant applications or notices of grant awards from other state or federal agencies participating in project funding.
- D. For waterbody enhancement or protection projects, a program plan needs to be completed which describes the project to be funded; why the project is needed; how the project will enhance or protect the waterbody or waterbodies involved; how the project will be accomplished; an estimate of the costs for the project, along with a projection of future costs caused by or related to the project; and the specific results expected from the project.
- E. If work is to be done on a force account basis, all labor positions and equipment rates must be submitted for approval. Department provided "Force Account Approval" forms, and a listing of equipment descriptions and rates should be completed.
- F. A copy of the applicant's contract with the engineering firm designing or supervising construction of the project.
- G. An itemized construction cost estimate.
- H. A list describing and providing justification for any new equipment to be purchased.
- I. An itemized list of any other costs.



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GRANT APPLICATION FORM

GENERAL INFORMATION

Name of Community _____

Address _____

Contact Name _____ Title _____ Telephone (907) _____

PROJECT INFORMATION

Project Name _____ Location _____

Application Type: Initial _____ Revised _____
Project Type: Water _____ Sewer _____ Solid Waste _____ Water Quality Enhancement _____

Number of Lots _____ and Persons _____ benefiting from this Project.

Estimate Construction Period: Start _____ Finish _____

Description of Project _____

ASSISTANCE AMOUNT

Estimated Total Project Costs \$ _____ ADEC Participation in Costs _____ %
Amount of Grant Funds requested from ADEC \$ _____

Please identify all source(s) of funding that the Grantee will use for project costs. If other state grants are to be used as a match, please attach a copy of the grant (DOA etc.) _____



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GRANT APPLICATION FORM

PROJECT CERTIFICATION

The applicant, through its authorized representative, certifies to the best of its knowledge and belief that the data contained in this application is true and correct, and that all titles and easements necessary to provide clear title or authority to construct and maintain the proposed project shall be obtained. Failure to comply with this certification will be cause for the Department to withhold a grant award or withdraw a grant offer that may have been extended.

Typed Name

Title

Date

Signature

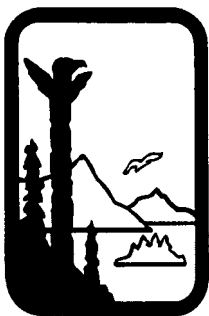


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PROJECT COST SUMMARY

COST CLASSIFICATION	TOTAL ESTIMATED PROJECT COSTS	REQUIRED ATTACHMENT
ELIGIBLE COSTS:		A, B, D or G
1. Administrative Expenses ¹		-
2. Planning Reports and Feasibility Studies		E or F
3. Waterbody Enhancement or Protection		D, E or F
4. Engineering Design Fees ²		E or F
5. Construction Engineering & Management ²		E or F
6. Construction ²		E or G
7. Equipment		H
8. Other Costs ³		I
9. Project Contingencies		-
10. SUBTOTAL (Lines 1-9)		
11. Amount of Line 10 provided by applicant		
12. Amount of existing ADEC Grant or ACWF Loan		
13. Amount of Line 10 currently requested from ADEC		
INELIGIBLE COSTS:		
14. Land & Easement Acquisition Costs		
15. Interest and Finance Charges		
16. Grant Application & Other Ineligible Costs		
17. SUBTOTAL (Lines 14-16)		
19. TOTAL PROJECT COSTS (Lines 10 plus 17)		

1. Eligibility of expenses is limited to direct costs incurred as a result of the project such as telephone charges, photocopying costs, and advertising expenses.
2. Requests for approval of force account rates must be supported by "FA Approval Forms" and must follow procedures established in 18 AAC 73.010 (g) (2).
3. The cost of land when used as an integral part of a treatment process, such as spray irrigation and solid waste landfill sites, may be considered grant eligible.



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FORCE ACCOUNT APPROVAL FORM

This form presents force account expenses. You are under no obligation to claim all costs or to fill out the entire form. Sections A, B, G and H must be completed for each job classification. However, sections C, D, E and F are provided to assist you in computing your force account expenses and are not required. In addition, a list of equipment and charge rates for any city owned equipment which will be charged to the project will need to be submitted for eligibility consideration.

Job Classification: _____ Project Name _____

A. Calculate Monthly Workhours

Working Hours Per Month = _____
(work hours per week x 52 weeks per year divided by months per year)

B. Calculate Hourly Pay Rate

Monthly Pay Rate Ranges from \$ _____ to \$ _____
Hourly Pay Rate Ranges from \$ _____ to \$ _____
(monthly pay rate divided by working hours per month = Pay Rate Per Hour)

C. Calculate Hourly Benefit Rate

Social Security (FICA)	_____ %
Workers Compensation (W/C)	_____ %
Retirement Contribution (PERS)	_____ %
Unemployment Insurance (SUI)	_____ %
Total Benefits Percentage	_____ %

Hourly Benefit Rate Ranges from \$ _____ to \$ _____
(hourly pay rate x total benefits percentage = Hourly Benefit Rate)

D. Calculate Hourly Insurance Rate

Health and Dental Ranges from	\$ _____ to \$ _____
Accidental Death	\$ _____ to \$ _____
Basic Life or Other: _____	\$ _____ to \$ _____
Total Insurance Benefits	\$ _____ to \$ _____

Hourly Insurance Rate from \$ _____ to \$ _____
(total insurance benefits divided by working hours per month = Insurance Rate Per Hour)

E. **Calculate Hourly Leave Rate**

Vacation Leave days per month ranges from _____ days to _____ days

Sick Leave days per month ranges from _____ days to _____ days

Leave Hours Per Month Ranges From _____ hours to _____ hours
(vacation plus sick leave days per month x working hours per day = Leave Hours Per Month)

Leave Rate Per Hour Ranges from \$ _____ to \$ _____ hours
(pay rate per hour x leave hours per month divided by working hours per month = Leave Rate Per Hour)

F. **Calculate Hourly Holiday Rate**

Paid Holidays Per Year = _____ days

Holiday Rate Per Hour Ranges from \$ _____ to \$ _____
(paid holidays per year divided by 12 months divided by working hours per month x working hours per day x pay per hour = Holiday Rate Per Hour)

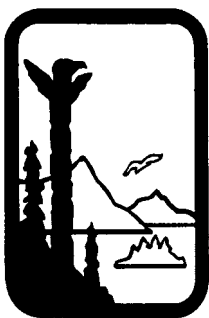
G. **Calculate Hourly Charge Rate**

	Hourly Low Rate	Hourly High Rate
Pay Rate	\$ _____	\$ _____
Benefit Rate	\$ _____	\$ _____
Insurance Rate	\$ _____	\$ _____
Leave Rate	\$ _____	\$ _____
Holiday Rate	\$ _____	\$ _____
Total:	\$ _____	\$ _____

H. **Certification**

Based on the details shown above, we request approval of a low rate of \$ _____ per hour, and a high rate of \$ _____ per hour inclusive for all employees in this job classification engaged in force account work for the subject grant.

Signature Title Date



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MODEL RESOLUTION

Resolution No. _____ Date _____

A RESOLUTION OF THE [ASSEMBLY/COUNCIL] OF THE [MUNICIPALITY/CITY/ BOROUGH], FORMALLY ACCEPTS GRANT NO. [ASSIGNED GRANT NUMBER] FROM THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) IN THE AMOUNT OF [GRANT AMOUNT] FOR THE PROJECT ENTITLED [PROJECT NAME].

WHEREAS, the State of Alaska, Department of Environmental Conservation has appropriated a Municipal Matching Grant in the amount of [GRANT AMOUNT] to the [MUNICIPALITY/CITY/ BOROUGH] to be applied towards the [PROJECT NAME]; and

WHEREAS the [MUNICIPALITY/CITY/ BOROUGH] must formally apply for the grant and thereby agrees to the terms and conditions of the grant, and to adhere to any governing state regulations;

WHEREAS the [MUNICIPALITY/CITY/ BOROUGH] agrees to operate and maintain the completed project constructed with said grant;

NOW, THEREFORE, BE IT RESOLVED by the [COUNCIL/ASSEMBLY] of [MUNICIPALITY/CITY/ BOROUGH] that the grantee formally accepts the State of Alaska, Department of Environmental Conservation's Grant No. [Assigned Grant Number] in the amount of [Grant Amount] and accepts the conditions of the grant agreement.

Mayor/City Manager (Authorizing Signature)

Attested by _____
City Clerk